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Office Memorandum ~~CONFIDENTIAL~~ **UNITED STATES GOVERNMENT**

TO : Executive Officer, PSO

FROM : Chief, Purchase Division

SUBJECT: Comptroller Circular #5

DATE: 23 September 1952

1. Attached draft of Comptroller Circular #5 pertaining to the designation of overt and covert allotted funds on requisitions and obligation documents is the answer to one of the major problems of this office.

2. It is suggested that in lieu of spelling out the words overt and covert, that they be prefixed following the allotment symbol by the letters "O" and "C" in parenthesis. The other problem pertaining to the charge of allotments, and which is very important insofar as this office is concerned, is the proper allotment code indicated. Under present arrangements, we are furnished the standard sheet on allotment codes; however, we understand that there are several other symbols regarding geographic locations, cities, etc., sometimes indicated on the requisition and which we are unable to verify as being correct. It is not necessary that we know the complete information in regard to any allotment symbol, such as geographic location, cities, etc., but it is desired that we be furnished with information as to how the allotment symbols are established and with a complete listing of the codes involved.

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PSO/PD/GDT:mm (23 Sept 1952)

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